



# Governor's Office of Diversity Business Enterprise

## DOCUMENTATION CHECKLIST

*To avoid a delay in the processing of your registration, please use the following list to verify that you have submitted all requested documentation. If you need assistance, please contact our office at (615) 253-4657.*

### **I. LEGAL STRUCTURE** *(Required documentation applicable to business' legal structure)*

#### **SOLE PROPRIETOR**

- \_\_\_\_\_ 1. Prior year's Federal Sole Proprietorship Tax returns, including all schedules.
- \_\_\_\_\_ 2. Equipment rental and purchase agreements.
- \_\_\_\_\_ 3. Proof of capital/equity invested. (If in business less than 2 years)
- \_\_\_\_\_ 4. Equipment List.
- \_\_\_\_\_ 5. Resume (s) (If in business, less than two years of all owners, key management, principals)

#### **LIMITED LIABILITY COMPANY**

- \_\_\_\_\_ 1. Prior year's Federal Partnership Tax returns including all schedules (include same information for affiliate firms).
- \_\_\_\_\_ 2. Minutes of first LLC organizational meeting.
- \_\_\_\_\_ 3. Minutes of last two member or board meetings.
- \_\_\_\_\_ 4. Articles of Organization and amendments (copies).
- \_\_\_\_\_ 5. Certificate of Existence or Good Standing with the State.
- \_\_\_\_\_ 6. Certificate of Membership evidencing financial interest in LLC.
- \_\_\_\_\_ 7. Operating Agreement.
- \_\_\_\_\_ 8. Proof of Capital Invested (cancelled checks, receipts, stock).
- \_\_\_\_\_ 9. Corporate resolution for all bank accounts or (bank signature card(s)).
- \_\_\_\_\_ 10. Resume (s) (If in business, less than two years of all owners, key management, principals)

#### **PARTNERSHIP**

- \_\_\_\_\_ 1. Prior year's Federal Partnership Tax returns, including all schedules.
- \_\_\_\_\_ 2. Resume (s) (If in business, less than two years of all owners, key management, principals)
- \_\_\_\_\_ 3. Partnership Agreement.
- \_\_\_\_\_ 4. Buy-out rights agreement.
- \_\_\_\_\_ 5. Profit Sharing agreement.
- \_\_\_\_\_ 6. Proof of capital/equity invested.
- \_\_\_\_\_ 7. Equipment List.

#### **CORPORATION**

- \_\_\_\_\_ 1. Prior year's Federal Corporation Tax returns, including all schedules
- \_\_\_\_\_ 2. Minutes of first corporate organizational meeting.
- \_\_\_\_\_ 3. Minutes of last two board meetings.
- \_\_\_\_\_ 4. Articles of Incorporation, and Amendments

- \_\_\_\_\_ 5. Copies of all stock certificates issued (front and back) and stock ledger
- \_\_\_\_\_ 6. Corporate By-Laws
- \_\_\_\_\_ 7. Proof of Equity Contribution/Stock Purchase
- \_\_\_\_\_ 8. Resume (s) (If in business, less than two years of all owners, key management, principals)

**II. OTHER REQUIRED DOCUMENTATION**

- \_\_\_\_\_ Contractor License (If in Construction Industry)
- \_\_\_\_\_ Professional Licenses (If required for your business operations)
- \_\_\_\_\_ Copy of Insurance Certificate
- \_\_\_\_\_ Copies of third party agreements or explanations of oral intended agreements, such as rental, management service, or joint venture agreements or intended
- \_\_\_\_\_ Explanation of any present or pending lawsuit
- \_\_\_\_\_ Business License
- \_\_\_\_\_ State Authorization to transact business ( out of state businesses seeing to contract with the State of Tennessee)

**II. b. NOT REQUIRED IF CLAIMING TO BE A SMALL BUSINESS ENTERPRISE**

- Copies of two or more of the following documents
- \_\_\_\_\_ U. S. Birth Certificate
  - \_\_\_\_\_ U. S. Passport
  - \_\_\_\_\_ Driver's License
  - \_\_\_\_\_ Tribal Card w/number
  - \_\_\_\_\_ Permanent Resident Alien Registration Card